

Proposed Locker Management Strategy:

- Friends of the State Street Family (FSSF) will voluntarily manage the lockers as a part of the "Keys to Dignity" Pilot Program. (see Attachment A for more information on the Keys to Dignity)
- There will be a minimum of 5 and maximum of 10 lockers at each approved site
- All lockers will be kept locked and assigned to a specific person (see Attachment B for DRAFT of Keys to Dignity Registration agreement)
- All sites will be well-lit, allow a small communication board on the side of one of the lockers, and will have a secured 55-gal sized waste receptacle nearby, that gets emptied regularly.
- Each site will have a "Site Host"
 - Briarpatch
 - Tellurian
 - Porchlight
 - The Road Home for Families
 - OM Build
 - Homeless Services Consortium
 - Madison Helping Hands
 - Friends of the State Street Family.

This person is responsible to manage the registrants using the lockers on the site, and will work using existing programming to help each registrant get into housing and other programs identified as appropriate to help registrant move off of the street.

- FSSF will be the locker owner and will allow each registrant to sign up for usage for a 6 month period.
- Site Host and K2D Manager will reserve the right to open and investigate a locker at any time.
- Registrants must agree to
 - Keep locker locked at all times
 - Be responsible for any item left in their locker (cannot share with unregistered person).
 - Help keep site clean and respect the property and other persons on site
 - Report any suspicious behavior or harassment to Site Host
 - Sleep off property
 - Release locker if and when they get into housing
- If the Registrant will not comply with agreed upon rules, they may lose their locker or other Keys to Dignity privileges- depending on the severity of the offense.

- If the Registrant complies with rules, and is still homeless, they may register for another 6-month period.
- Site host will spot-check locker sites they are responsible for throughout the week
- Outreach teams will drive by and assess the locker sites at night 5 nights a week (M,W, R,F,S) and pick up any debris, ask any people loitering on the property without reason to move to another location.
- There will be **one** point of contact phone number for any complaints or concerns about the locker program, its registrants or the sites. This number will be set up as a Google voice-to-text and will disperse an instant voice to text to a team of 4 outreach leaders. The first leader available will call the person with the concern back or will go out and assess and address the problem in person within a pre-designated period (depending on severity of the concern) and will alert the rest of the team to the issue and follow up with site host for more frequent monitoring.
- When a list of approved sites has been provided, FSSF will photograph each site and superimpose the lockers in suggested locations on the site. Sector 67 will then design "Urban Camouflage" for the lockers to make them "disappear" into the building structure
- At the same time, Sector 67 will retro-fit lockers with legs to keep them off of the ground and any standing water or snow, and a hood to keep precipitation from damaging lockers or contents. Depending on findings of the Keys to Dignity working group, the lockers may also have a slot for mail delivery.
- Manager of the property will select preferred location from those provided.
- Lockers will be placed as drawn and approved by March 1.
- Registration will commence from March 1-31, at which time lockers will be gradually put into use and site hosts will make in-person contact with each registrant to give them their keys and reinforce rules and explain how to reach their host if they have any kind of problem.
- The term of the locker usage will be for 6 months, released lockers will be let to others who have registered based on site desired, and date they were added to the list. Lockers let in March will be either released or re-registered to the current Registrants between September 1st-30th *

**If registrant cannot be located during the release or re-up period, they have signed their registration form which will indicate other designees that claim their property or what can be done with their property in this situation.*

Registration for Keys to Dignity

- ☐ Locker ☐ Bike or Bus Pass ☐ Phone and Data Plan ☐ Mailbox
☐ CityPak Back Pack ☐ Sanctuary Storage ☐ St. Vincent Du Paul Voucher Exchange

Contact Information	
Name:	
Nickname:	DOB:
Have you completed the VII-SPIDAT Interview? Y N	Housing First Ranking:
Cell Number:	Other Number:
E-Mail:	
Is there another place to reach you during the day?	
Locker	
Is there anyone else you want to allow to access your locker if you cannot be reached?	
Emergency Contact if something happens to you and you are unable to claim your property at the end of the 6 month period:	
If my site host cannot locate me during the month of _____ (after the 6 month period is over) I understand my belongings will be released to my emergency contact, and if they cannot or will not take possession, I give my permission for Friends of the State Street Family to donate or dispose of the property in my locker.	
Signed _____	Date _____
Location of Locker:	
Site Host:	Locker Number:
His/Her Contact Information is:	
Is there anything you would like your site host to help you with?	
<input type="checkbox"/> Apply for SSI/Disability <input type="checkbox"/> Free Health Insurance <input type="checkbox"/> Employment <input type="checkbox"/> AODA Issues <input type="checkbox"/> Prenatal Care <input type="checkbox"/> Mental Health/Counseling <input type="checkbox"/> Advocacy with a provider <input type="checkbox"/> Move out of State <input type="checkbox"/> Reconnect with my family <input type="checkbox"/> Resolve tickets I've been issued as a result of being homeless and performing basic, life-sustaining activities.	

Initial	Locker Agreement
	By signing this agreement, I agree I am responsible for whatever is in my assigned locker, and I will not allow anyone else to use it.
	I understand that I may use this locker for up to six (6) months from the date I signed this Agreement.
	If I want to use this locker for longer than six (6) months from the date I signed this Agreement, I understand that I have to sign a new Agreement before this Agreement expires. If I do not sign a new Agreement, and cannot be reached once this Agreement expires, then I understand that my property may either be released to my designee, donated, or dispose of as appropriate.
	I will give my key back to the Site Host if, at any time during the usage period I am able to move into housing.
	I will not leave my locker unlocked at any time.
	I will not sleep on host property.
	I will do my part to help keep the area clean.
	I will not store any perishable food in my locker (unopened cans ONLY).
	I will respect the people and property at my locker site and will expect the same consideration to be returned to me.
	If I lose my key, my site host can change my lock. If this happens more than 1 time in a 6-month period, I may be charged up to \$12 to replace it again.
	Any non-Keys to Dignity Lock placed on a locker will be cut off with bolt cutters, and I will lose my locker.
	I will let my site-host know if there is a problem with the people or site
	I will let my site-host know if I am going to be out of the area for more than one month.
	I will not store any illegal or dangerous substances or weapons in my locker
	I understand that the site host or their designee may enter my locker at any time.
	I agree that if the site host determines that I have violated any terms of this agreement, I will lose the use of my locker and, depending on the severity of the violation, may lose access other parts of the Keys to Dignity program.. I understand that if I lose the use of my locker my property may be released to my designee, or, if they cannot or will not be able to claim my property FSSF may donate or dispose of it as appropriate.
I have read and understand the agreement I am signing.	
Signed	Dated

Transportation

☐ 6-Month Bus Pass* **or** ☐ Bicycle

*Must have a photo ID Buss Pass, Bus Passes are non-transferrable

This part of the program is not available yet.

Cell Phone/Free Data Plan

Current make/model of cell phone:

Do you want to keep your current cell number?

Current number:

New number:

Make/Model of new cell phone issued:

☐ Locate my cell activated (in case it's stolen)

Mailbox

Do you have a current mailing address?

CityPak

Color Issued?

Registration Number:

Items that won't fit into my CityPak or Locker

☐ I have Seasonal items I can't use right now

☐ I have household things I can't use right now, but want to have for when I get into housing

☐ Other

